



ST LOUIS CATHOLIC PRIMARY SCHOOL

# Job Description Class Teacher 2018

*'Ut Sint Unum – That we may be one'*

**Name:**

**Job title:** Class Teacher

**Responsible to:** Head Teacher and members of the Senior Leadership Team

## Job purpose:

- Be responsible for the learning and achievement of all pupils in the class
- At all times, lead by example, demonstrating high personal and professional standards.
- Be clear about the expectations of being a teacher at St Louis School, including the protocols as laid out in our staff handbook and Code of Conduct
- Treat pupils with dignity, building respectful relationships and at all times observing proper boundaries appropriate to a teacher's professional position
- Take responsibility for promoting and safeguarding (including health and safety) the welfare of all children and staff in our school
- Work proactively and effectively in collaboration and partnership with parents, other staff, governors and external agencies in the best interests of pupils
- Promote Christian and British values so that our children grow into respectful citizens with a deep spiritual, moral and cultural awareness
- Act within the statutory frameworks which set out the professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*

## Main duties and responsibilities

### Teaching and Learning

- plan and deliver an engaging curriculum relevant to the age, needs, interests and abilities of the children
- use children's prior knowledge to plan differentiated teaching activities, demonstrating knowledge and understanding of how pupils learn
- be accountable for the achievement (both attainment and progress) and overall outcomes for the children
- assess the progress of the whole class and each individual, so as to plan effectively, particularly recognising the requirements of those children with additional needs such as Special Educational Needs and disabilities, pupil premium and those who have English as an Additional Language (EAL)
- give children high quality feedback about how to improve their work and learning in line with our school policy (both orally and in writing)
- teach children to respond to feedback and give them regular opportunities to reflect on their work and progress and develop a responsible and conscientious attitude to their own learning

- promote resilience and independence so that children develop as effective learners
- set homework and out of class activities as and when appropriate in line with our school policy
- display work imaginatively as a celebration of achievement and as a tool for learning
- establish respectful, professional relationships with children and their parents and carers
- communicate effectively with parents and carers about their child's development and learning
- participate in or lead assemblies, acts of class collective worship or other liturgical celebrations

### **Behaviour and safeguarding**

- be familiar with all policies relating to safeguarding, including health and safety and understand your role and responsibilities in relation to these
- always act in a way that promotes equality and respect
- be familiar with the school staff handbook and understand your role in providing a safe environment where children's emotional and physical needs are well cared for
- ensure that classroom management is effective and efficient and provide a stimulating learning environment
- promote and foster high standards of behaviour, attendance, appearance, uniform, punctuality etc.in accordance with school policies

### **Team work and collaboration**

- form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- work in ways that promote collaboration, team work and effective professional relationships and set the highest standards and example to others
- develop effective working relationships with any allocated Teaching Assistants, working alongside and managing them
- give clear direction and support to any parent volunteers, including safeguarding matters
- attend staff meetings and other professional meetings e.g. SEN review days and meetings with visiting professionals
- meet with Governors as and when required
- contribute to displays in communal areas throughout the school as and when required

### **Professional development and standards**

- act in accordance with all school policies, particularly those relating to safeguarding, child protection (including use of camera, mobile phones and social media) confidentiality and data protection, health & safety and security; reporting all concerns to the Designated Lead Person for Safeguarding
- be responsible for improving your own practice by participating fully in training and development opportunities including acting on feedback and advice from senior colleagues
- participate fully in the performance management arrangements of the school
- use social media in a responsible way that does not bring yourself or the school into disrepute and understand the school's policy on this
- at all times promote high standards of spoken and written English

### **Other professional responsibilities**

- complete the attendance register twice daily
- undertake playground and lunchtime and after school duties as required

- complete spring progress, annual reports and other reports as required to a high standard and on time
- attend open evenings and parent consultation meetings as required
- become involved in the wider life of the school by attending or supporting school events wherever possible e.g. summer fete etc

***Whilst every effort has been made to explain the main duties and responsibilities of this post it is not possible to identify each individual task undertaken. Employees will be expected to comply with any reasonable request from the Head Teacher or member of the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees of our school are expected to maintain the highest professional standards at all times.***

**Prepared by Finance, Premises and Personnel Committee:**

Signed: ..... Date:.....

Chair of Governors: ..... Date:.....